



COLORADO

Department of  
Regulatory Agencies

Division of Professions and Occupations

Management Branch  
Office of Licensing

## **Massage Therapy (MT) Online Application Checklist**

### **Information about the application process and how we will contact you:**

Once we receive your application it will be reviewed by an Application Specialist. Please Note: The application will be evaluated based on the information supplied. If there is something missing from your application or we need additional information, we will contact you via the **email address you provided during the application process**. You may update your email address, monitor the status of our application from the date it is submitted to the date your registration is granted and, when applicable, print your registration by visiting: [www.dora.colorado.gov/professions/online services](http://www.dora.colorado.gov/professions/online services).

**Disclosure of Addresses:** Consistent with Colorado law, all addresses and phone numbers on record with the Division are public record and must be provided to the public when requested. It is your responsibility to keep your address and contact information current in our system. **Your email address is not open to public record, but must be provided at the time you register an account. If your email address is not current, it is possible you will not receive important information from the Division.** You can change your address, email address and other information online by using Online Services at: [www.dora.colorado.gov/professions/online services](http://www.dora.colorado.gov/professions/online services).

**Application Expiration:** Your online application will be saved in the system for 30 days. If you do not submit your online application within that time frame, you will need to re-start from the beginning. Your application will be kept on file for one (1) year from the date you submit it to the Division. Your record and all supporting documentation will be purged if you do not submit required documents and complete the application process in one year. You will need to submit a new application, fee and supporting documentation after that time.

**License Grace Period for New Applicants:** All new applicants who are issued a license within 120 days of the upcoming renewal expiration date will be issued a license with the subsequent expiration date. For example, licenses issued between October 1, 2014, and January 31, 2015, will reflect a license expiration date of January 31, 2017. Licenses issued prior to October 1, 2014, will reflect an expiration date of January 31, 2015, and must renew in the upcoming renewal period.

- All MT licenses expire on January 31 of odd-numbered years and must be renewed to continue practicing.

### **Qualifications for those applying for a MT license by EXAMINATION OR ENDORSEMENT:**

- ❑ **Foreign Trained Applicants:** If you are foreign trained, you must have your qualifications, credentials and work experience reviewed by one of the below agencies; **you must be able to upload a report of your credential review at the time of your online application. DO NOT apply until you have this report available for upload.**
  - International Consultants of Delaware (ICD). For information on ordering the review, visit the website at [www.icdeval.com](http://www.icdeval.com); call (215) 222-8454, ext. 603; or write International Consultants of Delaware, 3600 Market St Suite 450, Philadelphia, PA 19104-2651 USA.

—OR—



- International Education Research Foundation, Inc. (IERF). For information on ordering the review, visit the website at [www.ierf.org](http://www.ierf.org); call (310) 258-9451; or write International Education Research Foundation, Inc., PO Box 3665, Culver City, CA 90231 USA.
- ☐ **Education:** You must have completed a massage therapy program that consisted of at least 500 hours of course work and clinical work at an approved massage therapy school. **Please be prepared to request that your school send to the Division your original transcript in a sealed envelope. Your application cannot be processed until your transcript is received.**
  - If the school you graduated from is approved by an appropriate state or territory's community college system or educational regulatory body OR is accredited by a nationally-recognized accrediting agency, **you must upload documentation demonstrating approval by an appropriate community college system, educational body or nationally recognized accrediting agency.**
- ☐ **Required Fee:** You will need to be able to pay the \$80.00 application processing fee with a credit card or electronic check as part of completing the application process.
- ☐ **Verify other Licenses (if applicable):** You will be asked to list any other MT license/registration that you hold or have ever held in any other state, U.S. territory of foreign country.
  - **Verification of each license/registration must either be uploaded electronically OR sent to the Division's Office of Licensing at the address on the bottom of this page.** The verification must indicate whether disciplinary action has ever been taken against that license/registration and if there are any pending complaints against you. A copy of the license/registration will NOT suffice.
- ☐ **Examination:** You must have passed one of the following examinations:
  - Massage and Bodywork Licensing Examination (MBLEx) offered by the Federation of State Massage Therapy Boards (FSMTB);
  - National Certification Examination for Therapeutic Massage and Bodywork (NCETMB) or National Certification Examination for Therapeutic Massage (NCETM) offered by the Board for Therapeutic Massage and Bodywork (NCBTMB); OR
  - Another examination applicable to the practice of massage therapy.

**You must provide proof of passing one of the below exams either by uploading documentation or requesting that the exam vendor send documentation of your passing results directly to the Office of Licensing at the address on the bottom of this page.**

- ☐ **Background Check:** You must submit fingerprints to the Colorado Bureau of Investigation in order to conduct a state and national background check. The results of your background check from CBI are only available to DPO Licensing for a period of 90 days AFTER your MT application is received online; therefore, in the interest of timing, you should complete your online application within one week of submitting your fingerprints to CBI for your background check. You should also **TAKE AND PASS** your test before having your fingerprints taken. You **CANNOT** use a previous background check or a background check from another state or jurisdiction. You must submit to a background check specifically for your massage therapy license. Instructions for the background check are available [here](#).
- ☐ **Liability Insurance:** You must attest that you individually carry or will carry and maintain upon commencement of practice, professional liability insurance in an amount of not less than \$50,000 (fifty thousand dollars) per claim with an aggregate liability limit for all claims during the year of \$300,000 (three hundred thousand dollars) as required by § 12-35.5-116, C.R.S.
- ☐ **Affidavit of Eligibility:** You will be asked to attest to and provide information that you are lawfully present in the United States or otherwise eligible to work here.



- ❑ **Social Security Number:** As of January 1, 2009, a Social Security Number is required for all licensees. Exceptions are made for foreign nationals not physically present in the United States and for non-immigrants in the United States on student visas who do not have a Social Security Number. These applicants must submit a signed Social Security Number Affidavit in lieu of a Social Security Number. You may call (303) 894-7800 to request that one be mailed to you.
- ❑ **Name Change Documentation (if applicable)** - If you already have another type of license in Colorado and your name has since changed, you are presenting documentation for licensure with a previous name, or if any required documentation has a different name on it, you will be required to upload proof of your name change.
- ❑ **Screening Questions:** You will be asked a series of screening questions related to your criminal history or pending complaints filed against you in other jurisdictions (if applicable). **This may require you to upload court documents or other material.** The Director may deny a license if the applicant has committed any act that would be grounds for disciplinary action under Section 12-35.5-111 of the Colorado Revised Statutes or the applicant was convicted of or pled guilty to a charge of sexual behavior defined in § 16-22-102, C.R.S., or any prostitution-related offense, whether or not the act was committed in Colorado. Please review the Division's information regarding the disclosure of criminal history contained within these instructions.
- ❑ **Healthcare Professions Profiling Program (HPPP)** – You will be asked a series of questions concerning your practice of occupational therapy after submitting your online application. This profile is required for healthcare professionals in Colorado. Your application is not considered complete and a license will not be issued until you have submitted your online profile. Your Healthcare Professions Profile is an ongoing responsibility; you must update your profile online within 30 days of changes and/or reportable events. As you complete your profile, please read the instructions carefully. For more information visit: [www.dora.colorado.gov/professions/hppp](http://www.dora.colorado.gov/professions/hppp) or call 303-894-5942.

**If you are applying for a MT by ENDORSEMENT, you must also have:**

- ❑ **An Active License/Registration in Good Standing:** You must hold an ACTIVE, unrestricted license/registration in another state, U.S. territory or foreign country. **Verification of your ACTIVE license/registration must be sent to the Office of Licensing at the address on the bottom of this page, OR you can provide an electronic upload.** The verification must indicate whether disciplinary action has ever been taken against that license/registration and if there are any pending complaints against you. A copy of the license/registration will NOT suffice.
- ❑ **Active Practice or CC/CE:** You will be required to provide proof of either active practice or CC/CE. **You must either upload verification of your active practice or CC/CE during the online application or you must mail it directly to the Division (1560 Broadway, Suite 1350, Denver, CO 80202).**
  - ❑ Provide proof of active practice as a massage therapist for a minimum of 400 hours during a 12-month period in the two (2) years immediately preceding receipt of this application to the Division. Please use the Verification of Massage Therapist Practice Form accessible [here](#).  
—OR—
  - ❑ Provide proof of competency as a massage therapist by completing 24 hours of continuing education related to the practice of massage therapy during the two (2) years immediately preceding the receipt of this application by the Division. Please upload certificates demonstrating completion of 24 hours.





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## IMPORTANT NOTICE

**TO:** All Applicants

**FROM:** Director of the Division of Professions and Occupations

**SUBJECT:** Licensure and Criminal History

Thank you for your interest in becoming a licensed\* professional within the Division of Professions and Occupations. Before you submit your application, please be aware of a few facts regarding criminal conduct, convictions, and disciplinary actions in other states.

The mission of the Division of Professions and Occupations is “public protection through effective licensure and enforcement.” One way the Division safeguards consumers is by issuing licenses to fully qualified, competent, and ethical applicants.

During the licensing process – and depending on the specific application – the Division may ask whether you have ever been disciplined in any state, arrested, charged, convicted, or pled guilty to a crime. An arrest, subsequent criminal conviction, or disciplinary action is not an automatic disqualification from licensure. Rather, the appropriate board or program will look at the facts surrounding the criminal conduct and disciplinary action in addressing your license application. You should know that licensure is a privilege, not a right. One thing you must do to obtain the privilege is to be complete and accurate in disclosing information on your application.

Be sure to list all relevant complaints, disciplinary actions, arrests, charges, or convictions in response to the appropriate licensure questions. **Failure to fully and accurately disclose requested criminal history information, alone, could constitute grounds for denial of your application or revocation of your license.** When requested, you must include information regarding prior conduct. This remains the case when the conduct is seemingly unrelated to the activities of a profession, and when the conduct involves deferred sentences or judgments.

Remember, even following licensure, you are still required to notify your professional licensing board or program about subsequent convictions and disciplinary actions in other states.

Please be aware that the Division conducts audits of its licensing database against several criminal and national disciplinary databases. This allows the Division to verify the truthfulness of your application and track subsequent criminal and disciplinary conduct after initial licensure. Keep in mind, your license will not necessarily be revoked, or your application denied, if you have been disciplined, arrested, charged or convicted. But, you will most likely be denied or revoked if you fail to disclose requested information.

*\*The word "license" is used as a general term. While most of the professions and occupations are licensed, others may be registered, certified, or listed. For precise terminology and requirements related to a profession or occupation, please consult the [website](#) of the appropriate board or program.*

